

LANCASTER COUNTY  
PROPERTY APPRAISAL TECHNICIAN

#### NATURE OF WORK

This is technical work involving the cadastral mapping of real property in Lancaster County.

Work involves processing property transfers; updating, revising and maintaining maps, aerial photographs and records indicating property ownership in the County; processing Tax Increment Financing projects; researching value discrepancies; researching and answering property owner's questions; and updating and maintaining various property records and files pertinent to the Department. Supervision is received from the Chief Administrative Deputy with work being reviewed in the form of accuracy and completeness of drawings prepared, tasks performed and reports submitted.

#### EXAMPLES OF WORK PERFORMED

Update and maintain cadastral maps so that current and accurate information is consistently available.

Maintain Tax Increment Financing projects involving balancing values, researching changes and adjusting accounts by entering changes on the computer system.

Check deeds to determine property ownership; transfer legal descriptions; and process changes on OASIS system.

Draw new ownership lines to scale on cadastral maps, GIS system or aerial photographs; calculate new land areas and values; create new tax parcels so that records correspond with ownership.

Answer taxpayers inquiries and assist taxpayers in completing assessment forms; research value discrepancies and verify correct values.

Work with property owners and/or their representatives to solve ownership and legal description discrepancies.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the principles, practices and techniques of cadastral mapping.

Some knowledge of the use and operation of personal and mainframe computer systems including hardware and software applications.

Ability to read and comprehend legal property descriptions, plats, maps, imprints, contracts and mortgages.

Ability to use various drafting tools in revising property maps.

Ability to establish and maintain effective working relationships with property owners, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, drafting, real estate, property appraisal, or related field plus some experience appraising real or personal property.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, drafting, real estate, property appraisal, or related field; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

Revised 1/96

PS9540